

# MONROE COUNTY

## JOB DESCRIPTION

<b>Position Title:</b> Assistant Library Technical Services		<b>Date:</b> April 5, 2004
<b>Position Level:</b> 6	<b>FLSA Status:</b> Non-exempt	<b>Class Code:</b> 6-20

### GENERAL DESCRIPTION

Library work involving the application of library principles and practices in the specialized area of technical services. Work is performed under the supervision of the immediate supervisor and the Manager, Library Technical Services

### KEY RESPONSIBILITIES

1. \*Performs basic copy-cataloging of library materials in machine-readable format (MARC).
2. \*Processes all monographic and audiovisual library materials.
3. \*Inputs and updates bibliographic and item records in local database.
4. Searches national bibliographic databases and creates provisional records.
5. Downloads MARC records for incoming library materials.
6. Maintains and prepares statistics for monthly reports and special studies.
7. Assists with training new staff and cross-training current staff.
8. Works and assists in other Library departments as needed.
9. Delivers processed library materials to entire Library system.

\* Indicates an “essential” job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> Assistant, Library Technical Services	<b>Class Code:</b> 6-20	<b>Position Level:</b> 6
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	Associate's Degree or Two Year College equivalent.
<i>Experience:</i>	1 to 2 years, minimum amount of prior related work experience.
<i>Impact of Actions:</i>	Decisions and impact are limited to decisions and planning within a small work group or project team.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations
<i>Decision Making:</i>	Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.
<i>Communication with Others:</i>	Requires regular contact within the department and with other departments, outside agencies and the general public, supplying or seeking information.
<i>Managerial Skills:</i>	Has responsibility or authority which is limited to the direction of temporary workers.
<i>Working Conditions/Physical Effort:</i>	Work requires occasional physical exertion and/or muscular strain. Work environment involves only infrequent exposure to disagreeable elements
<i>On Call Requirements:</i>	May require evenings and Saturdays.
<i>Other:</i>	Requires valid Florida Drivers License.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

